

# Homelessness Prevention and Rapid Re-Housing Program (HPRP) STAFF AFFIDAVIT



**Instructions:** This Staff Affidavit serves as documentation that the HPRP household named below meets all eligibility criteria for HPRP assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of HPRP assistance. Each staff person determining HPRP eligibility for a household must complete this Staff Affidavit for every household, once the household is determined eligible for HPRP assistance. The completed Staff Affidavit remains valid until or unless a different staff person re-determines HPRP eligibility. HPRP Staff Affidavits must be signed and dated by HPRP staff and supervisors for each household approved for HPRP assistance on or after November 1, 2009 and kept in the participant case file.

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| Head of Household Name: |
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| Names of Household Members : |
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Each person signing below certifies that the person/household named above meets all requirements to receive assistance under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) and that all of the information provided above is true and complete, to the best of my knowledge. I further certify that the provision of HPRP assistance to the person(s)/household named above has not resulted, nor will result, in a personal or financial interest or benefit, either for myself or for anyone with whom I have family or business ties. Fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws to include, but not limited to, 18 U.S.C. 1001 and 18 U.S.C. 641. I am aware that if either of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

HPRP Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HPRP Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Staff Affidavit

The attached Staff Affidavit is a new requirement for all households determined to be eligible for HPRP assistance. The Staff Affidavit documents that the HPRP household meets all eligibility criteria for HPRP assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of HPRP assistance. The Staff Affidavit must be completed and signed by the person determining eligibility and his or her supervisor for all households determined eligible on or after November 1, 2009. A new Staff Affidavit is only required if a different staff person re-determines eligibility at a later date. For example, an intake worker makes the initial determination of eligibility on November 15<sup>th</sup> so the Affidavit is signed by the intake worker and his/her supervisor. On Feb. 12<sup>th</sup>, the household's eligibility is re-certified by a case manager (not the same person as the intake worker). A new Staff Affidavit, signed by the case manager and his/her supervisor, is required.

The Staff Affidavit as attached to this message and posted on HUD HRE is a required form that must be maintained in each HPRP participant's file and is subject to review by HUD.